

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entry level positions in the Fire Prevention Division, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. Fire Prevention Officers work independently in most areas, with work reviewed by and special assignments received from the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Inspects buildings and collects information to be used in determining that buildings comply with all applicable fire safety codes, including inspecting fixed fire extinguishing systems and standpipe systems, inspecting portable fire extinguishers, inspecting functional aspects of fire detection and alarm systems, inspecting storage areas for flammable and combustible liquids, checking for electrical hazards, determining that buildings meet fire resistance requirements for their construction type, inspecting heating, ventilating, and air-conditioning systems and cooking equipment, evaluating buildings to insure that they have not suffered structural abuse which might render them unsafe, and assuring that the means of egress from buildings are sufficient for the assigned occupant load.

Discusses inspection findings with the building owner or manager, provides the person in charge with copies of all required forms and reports, and makes recommendations for the correction of fire hazards.

Completes a report of each fire inspection, recording all necessary information about the building, presenting facts and evidence collected during the inspections, and outlining conclusions reached and recommendations made as a result of findings.

Receives appeals for exemptions from provisions of fire codes and processes these appeals. Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred and, if necessary, issuing citations, assessing

finer, or serving court summonses or stop work orders for non-compliance with

fire codes. Receives complaints from the public on hazards or on possible violations of fire codes. Oversees fire safety in public assembly occupancies.

Reviews building plans to identify potential problems related to fire protection. Researches and writes formal recommendations for additions to or changes in fire prevention codes. Assists institutions or companies in developing solutions for fire prevention problems. Collects information for pre-fire plans.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Interviews firefighters and witnesses to collect information. Examines the interior and exterior of the structure and the surrounding area. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court. Completes a fire investigation report, including photographs, sketches, and diagrams, and all information the department deems necessary.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position.

Must have at least one (1) year of experience in fire prevention work with a paid fire department or fire prevention agency, including performing fire inspections, conducting fire investigations, or conducting fire prevention education programs.

OR

Must have at least three (3) years of experience in fire suppression with a paid fire department or three (3) years of experience in some other field such as fire insurance claims adjusting which would require applicant to attain a familiarity with fire hazards, fire codes, and fire cause determination.

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